

MAY 7, 2002
SCHOOL ELECTION CALENDAR

February 21	First day elector can request an absentee ballot. Voters who may vote absentee may request an absentee ballot starting at this date & until noon the day before the election. (13-13-211,MCA) [75 days before election]
By March 28	Last day for trustees to call for school election. The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) the polling site(s); 4) the time the polls will open, if before noon. The trustees must also appoint 3 election judges per precinct. The resolution may appear in the board minutes. (20-20-201 and 203, MCA) [at least 40 days before election]
December 23, 2001 through March 28, 2002 (as per Joe Kerwin, Secretary of State, 12/15/97: If day falls on Sunday and is before the election day then put in Monday)	Trustee candidates file for election. Nomination petitions must be filed with election administrator. No person signing a petition may sign more nomination petitions than there are trustee positions open. NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS HE OR SHE MEETS THIS DEADLINE. (13-10-201(6), 20-3-305 AND 20-3-344, MCA) [no earlier than 135 days, or no later than 40 days before election]
By April 2	Last day to file resolutions for school election with county election administrator. (20-20-201(2)MCA) [no later than 35 days before election]
April 7	Voter registration closes. A voter must register by this deadline to vote in the school election. Election administrator prepares registration list. It is not necessary to publish any notice of closing of voter registration. (20-20-311 and 20-20-312, MCA) [30 days before election]
April 7 through April 17 Since April 7 falls on Sunday, the following Monday would be "less than" it must fall back to the previous Friday.	Notice of election is posted. The election notice must be published in a newspaper of general circulation in the district AND posted in at least three public places in the district, provided that in incorporated cities and towns at least one notice must be posted in each ward or precinct. Radio or television notice may <i>supplement</i> the notice. The notice must include 1) the date and polling places of the election, 2)polling place hours, 3)each proposition to be considered by the electorate, 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions and 5) where and how absentee ballots may be obtained. (20-20-204, MCA) [not less than 20 days or more than 30 days before election]
April 11 (by 5 p.m.)	Deadline for write-in candidate for a trustee position on a school board to file declaration of intent. (13-10-211(3), MCA) [not less than 26 days before the election]
By April 12	Election administrator certifies ballot. (20-20-401, MCA) [not less than 25 days before election] Election by Acclamation and Cancellation of Election - Notice. If the number of candidates filing for a position or filing a declaration of intent to be a write-in candidate is equal to the number of positions to be elected then the trustees may give notice that an election will not be held. (This section of law applies if the election is being held <i>solely</i> for the purpose of electing trustees.) (20-3-311, MCA) [no later than 25 days before the election]
By April 17	Absentee ballots available. The election administrator prepares ballots for absentee voters. (20-20-401, MCA) [at least 20 days prior to election]

By April 26

Last day to notify election judges of appointment (20-20-203, MCA) [not less than 10 days before election]

(This states "not less than 10 days" and falls on Saturday. Since assignment to the following Monday would make it 8 days it must fall back to Friday)

May 6 (by 5 p.m.)

Absolute last day for write in candidates to file a declaration of intent (13-10-211, MCA) A declaration of intent may be filed after the deadline (see April 22) if a candidate for the office that the write in candidate is seeking: dies, withdraws from the election or is charged with a felony offense.

May 6

Notify election judges of the names of write-in candidates

February 21 to noon May 6

Deadline for absentee requests. Absentee ballots must be requested no later than noon the day before the election. If the voter has a health emergency between 5 p.m. the Friday before the election (May 3) and noon on the election day (May 7), an emergency request for an absentee ballot may be made by noon on May 7. (13-13-211, MCA)

May 6

Delivery of certified copy of the lists of registered electors for each polling place to the district by election administrator. District then delivers list(s) to election judges prior to opening of polls. (20-20-313, MCA)

May 7

ELECTION DAY. (20-20-105, MCA) The election administrator must prepare polling places, print ballots, ensure election judges are present and conduct a fair and unbiased election. (Title 13, Chapter 13, and 20-20-203, 20-20-401, and 20-20-411, MCA)

Following receipt of the certified tally sheets from all polls:

Trustees canvass votes, issue certificates of election and publish results. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district. (20-20-415 and 416, MCA) [within 15 days after the election]

By May 22 (Next regular or special board meeting following the election)

Within 15 days after receipt of certificates of election.

Candidate completes and files oath of office with the County Superintendent. Newly elected trustees may not be seated until the oath is filed. (20-3-307, 20-1-202, 1-6-101, MCA)

May 18

Deadline for trustees to hold organizational meeting (20-3-321, MCA) [not later than third Saturday of May.]

June 1

Deadline for trustees to request county election administrator to conduct school election for next year. (20-20-417, MCA)

Additional References:

1-1-307. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

20-3-205. The county superintendent has general supervision of the schools of the county within the limitations prescribed by this title and shall perform the following duties or acts: (2) administer and file the oaths of members of the boards of trustees of the districts in the county in accordance with the provisions of 20-3-307.

1-6-101. Every court, judge, clerk of any court, justice, notary public, and officer or person authorized to take testimony in any action or proceeding or to decide upon evidence has power to administer oaths or affirmations.

(MASBO takes special care in preparation of the annual election calendar however, if you find a mistake or oversight, please notify the MASBO office so corrections can be noted in future newsletters and in future calendars. Thank You.)